



CITY OF SAN JOSÉ, CALIFORNIA

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CIVIL SERVICE COMMISSION

Bill Brill, Chair
Sharon L. Hightower, Vice Chair
Dave Busse
Richard J. Giovannetti
Leon Louie

SYNOPSIS CIVIL SERVICE COMMISSION

TO ARRANGE AN ACCOMMODATION UNDER THE AMERICANS WITH DISABILITIES ACT TO PARTICIPATE IN THIS PUBLIC MEETING, PLEASE CALL (408) 277-4429 OR (408) 998-5299 (TTY) AT LEAST 48 HOURS BEFORE THE MEETING.

Agenda Closing 12:00 Noon Wednesday
Eight Days before Commission Meeting

4:00 P.M. ORDER OF BUSINESS September 4, 2003

THE CIVIL SERVICE COMMISSION MEETS ON THE FIRST THURSDAY OF EACH MONTH IN THE CITY COUNCIL CHAMBERS, SECOND FLOOR OF CITY HALL

ROLL CALL

Present: Commissioners Busse, Giovannetti, Hightower, Louie and Brill
Absent: None

ORDERS OF THE DAY UNANIMOUSLY ADOPTED

CONSENT CALENDAR UNANIMOUSLY ADOPTED

1. Information Only
 - a. Hiring Summary – Memorandum from Employee Services Department (ES) dated August 27, 2003 listing complaints about hiring issues and a summary of hiring activity for the period July 6, 2003 through August 16, 2003, was filed.
 - b. Memorandum from Employee Services dated August 27, 2003 providing information regarding resume writing assistance for employees and other candidates, was filed.
2. Minutes of August 7, 2003 were approved.

3. Employee Services Report dated August 27, 2003 listing the following amendments to the classification plan, was filed.

New Class Specifications

- a. Legal Analyst I PT (2128)
- b. Legal Analyst II PT (2118)

Revision of Class Specifications

- c. Legal Administrative Assistant Trainee C (1165) (formerly titled Legal Secretary Trainee C)
- d. Legal Administrative Assistant I C PT (1153) (formerly titled Legal Secretary I C PT)
- e. Legal Administrative Assistant II C PT (1154) (formerly titled Legal Secretary II C PT)

END OF CONSENT CALENDAR

4. Hearings scheduled:
None.
5. Long Le's appeal to the Commission via electronic mail dated June 4, 2003 regarding his inability to secure employment with the City. (Continued from August 7, 2003) **Employee Services reported that they and Employee Relations' staff met with Mr. Le to clarify the hiring process requirements and have satisfactorily responded to the Commission's directions. No action was taken by the Commission.**
6. Amendment to C.S. Resolution No. 135 setting one-year probationary periods for various classifications. **Resolution No. 136 was unanimously approved establishing one-year probationary periods for various classifications that reflect recent classification deletions, consolidations and title changes which have occurred since November 2002 and thereby amending Resolution No. 135.**
7. Monthly report of the Employment Oversight Committee (EOC). **The Employee Services Deputy Director reported: 1) the EOC's review of the results of the first audit conducted on a department's selection process using the new hiring rules; 2) the need for some remedial action, and 3) additional department audits to be conducted for the next several months.**

ORAL PETITIONS

Mr. Long Le indicated he attended a meeting with Employee Services, Employee Relations and submitted a response letter to Employee Services as suggested by the Commission and is eager to acquire a position with the City.

Bob Highbaugh, Operating Engineers', Local #3 business representative, thanked Employee Relations and the Commission for their assistance in settling the Serrano appeal.

ADJOURNED at 4:24 p.m. to meet again on September 23, 2003 at 6:30 p.m. to consider the appeal of dismissal of Tina Salas, Maintenance Worker II (3114). (Hopper/Highbaugh)